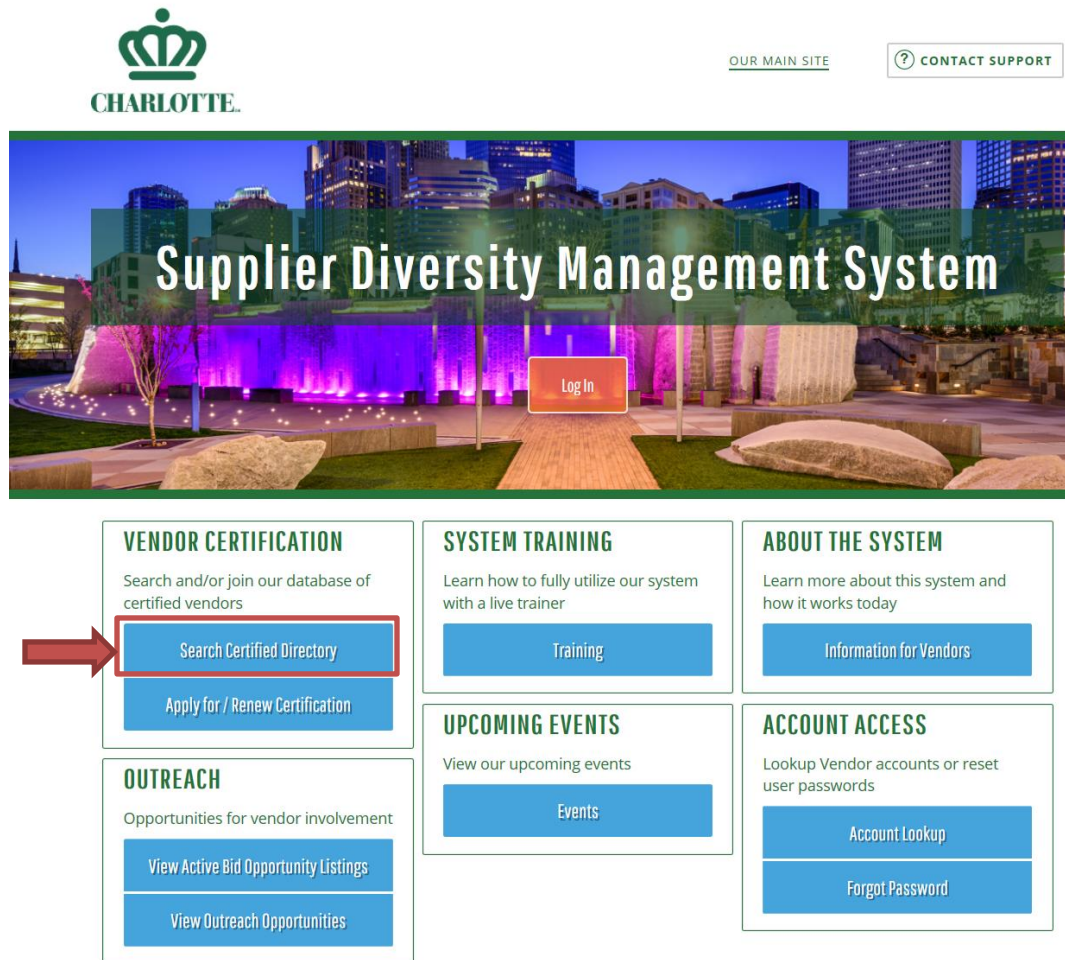


How to search for Certified Vendors by
Business Description while NOT Logged
into the System

1. Go to <https://charlotte.diversitycompliance.com/>
2. Click on “Search Certified Directory”



3. Check Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Women Business Enterprise (WBE) to search the City of Charlotte Certified Directory List

Certified Directory

Search City of Charlotte Certified Directory by entering search terms and clicking **Search**. You must select at least one certification type.

Search by Certification Type	
Certifications	<input checked="" type="checkbox"/> Minority Business Enterprise (MBE) <input checked="" type="checkbox"/> Small Business Enterprise (SBE) <input checked="" type="checkbox"/> Women Business Enterprise (WBE) <input type="checkbox"/> Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) <input type="checkbox"/> Historically Underutilized Business (HUB)

4. Type in the business description in the “Business Description” field and then click “Search” (*ex: Landscape is being used as an example*)

Search by Certification Type	
Certifications	<div><input checked="" type="checkbox"/> Minority Business Enterprise (MBE) <input checked="" type="checkbox"/> Small Business Enterprise (SBE) <input checked="" type="checkbox"/> Women Business Enterprise (WBE) <input type="checkbox"/> Airport Concessionaire Disadvantaged Business Enterprise (ACDBE) <input type="checkbox"/> Disadvantaged Business Enterprise (DBE) <input type="checkbox"/> Historically Underutilized Business (HUB)</div>
Search by Business Name or DBA	
Business Name/DBA	<div><input type="text"/></div> <div>Tip: Try just a few letters of the firm's name.</div>
Search by Business Description	
Business Description	<div><div>Landscape</div><div>×</div></div> <div>Tip: Try just a few letters of a keyword.</div>
Search by Commodity Code	
Commodity Codes	<div>Click to Lookup Commodity Codes</div>
Search by Contact Person	
Contact Person/Owner	<div><div>First name</div><div>Last name</div><div><input type="text"/></div><div><input type="text"/></div><div>Tip: Use the first letter.</div><div>Tip: Try just the first few letters.</div></div>
Search by Location	
City	<div><input type="text"/></div>
Zip Code	<div><input type="text"/></div> <div>Tip: Search for multiple zip codes by separating with commas.</div>
State	<div>Select one or ▼</div>
Phone Area Code	<div><input type="text"/></div>
Search by Reference	
Ethnicity	<div>Select one or more ▼</div>
Gender	<div>Select one or more ▼</div>
<div><div>➔</div><div>Search</div><div>Download Entire Directory</div></div>	

- A list will appear of all certified vendors that have the type of business description that match the description

The screenshot shows the City of Charlotte website's vendor search interface. At the top, there is a header with the City of Charlotte logo and navigation links for 'OUR MAIN SITE' and 'CONTACT SUPPORT'. Below the header, a search parameters box is visible, showing filters for 'Certifications' (Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Women Business Enterprise (WBE)) and 'Business Description' (Landscape). Below the search parameters, there are buttons for 'Search Again' and 'Download Search Results'. The main section displays 'Search Results' for 10 firms with 12 certifications found. The results are presented in a table with columns for Vendor, Location, and Certification. Each certification link is highlighted in blue.

Vendor	Location	Certification
A Seed of Trades	Charlotte, NC	SBE
Bloc Design, PLLC	Charlotte, NC	SBE
CES GROUP ENGINEERS, LLP	DENVER, NC	SBE WBE
CMW DESIGN STRATEGIES LLC	CHARLOTTE, NC	SBE
Groundworks Studio	Charlotte, NC	SBE
HensonFoley Design, Inc.	Huntersville, NC	SBE
THE DODD STUDIO, LLC	FORT MILL, SC	SBE
Urban Design Partners, PLLC	Charlotte, NC	SBE SBE
VIZ, PLLC	Cornelius, NC	SBE
WestenDesign Landscape Architecture PLLC	Cornelius, NC	WBE

- Click on the certification of the vendor that you would like to view and the contact information will appear

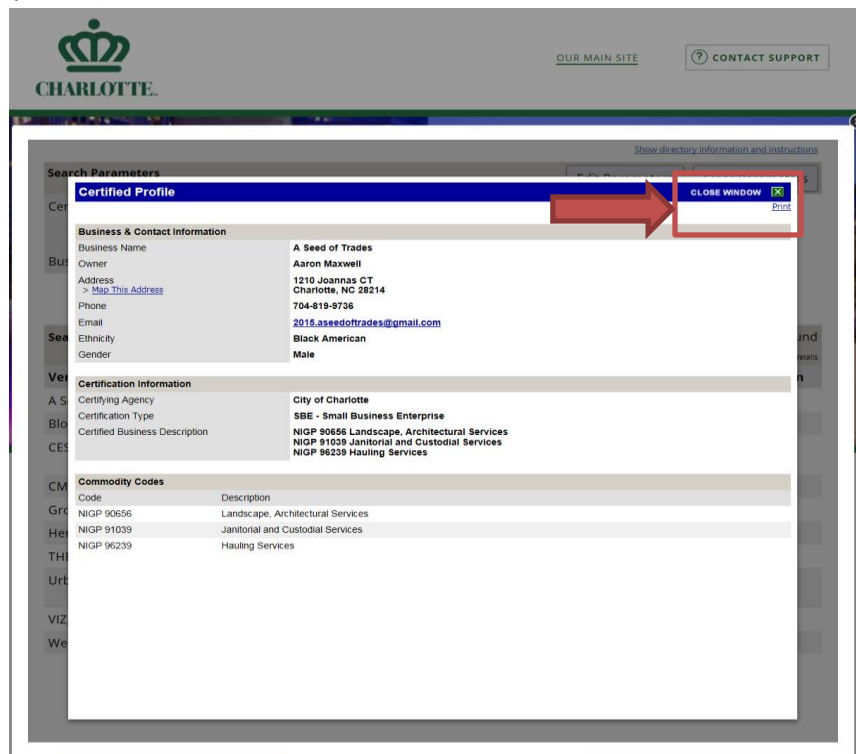
The screenshot shows the City of Charlotte website's vendor profile page. The page is titled 'Certified Profile' and includes a 'CLOSE WINDOW' button. The profile is divided into three main sections: 'Business & Contact Information', 'Certification Information', and 'Commodity Codes'. The 'Business & Contact Information' section lists the business name, owner, address, phone, email, ethnicity, and gender. The 'Certification Information' section lists the certifying agency, certification type, and certified business description. The 'Commodity Codes' section lists the code and description for each commodity code.

Business & Contact Information	
Business Name	A Seed of Trades
Owner	Aaron Maxwell
Address	1210 Joannas CT Charlotte, NC 28214
Phone	704-819-9736
Email	2016.aseedoftrades@gmail.com
Ethnicity	Black American
Gender	Male

Certification Information	
Certifying Agency	City of Charlotte
Certification Type	SBE - Small Business Enterprise
Certified Business Description	NIGP 90656 Landscape, Architectural Services NIGP 91039 Janitorial and Custodial Services NIGP 96239 Hauling Services

Commodity Codes	
Code	Description
NIGP 90656	Landscape, Architectural Services
NIGP 91039	Janitorial and Custodial Services
NIGP 96239	Hauling Services

7. Click Print (optional) or click “Close Window” to close the screen



The screenshot shows a 'Certified Profile' window for 'A Seed of Trades'. The window contains sections for Business & Contact Information, Certification Information, and Commodity Codes. A red arrow points to the 'CLOSE WINDOW' and 'Print' buttons in the top right corner of the window.

Business & Contact Information

Business Name	A Seed of Trades
Owner	Aaron Maxwell
Address	1210 Joannas CT Charlotte, NC 28214
Phone	704-819-9736
Email	2015.aseedoftrades@gmail.com
Ethnicity	Black American
Gender	Male

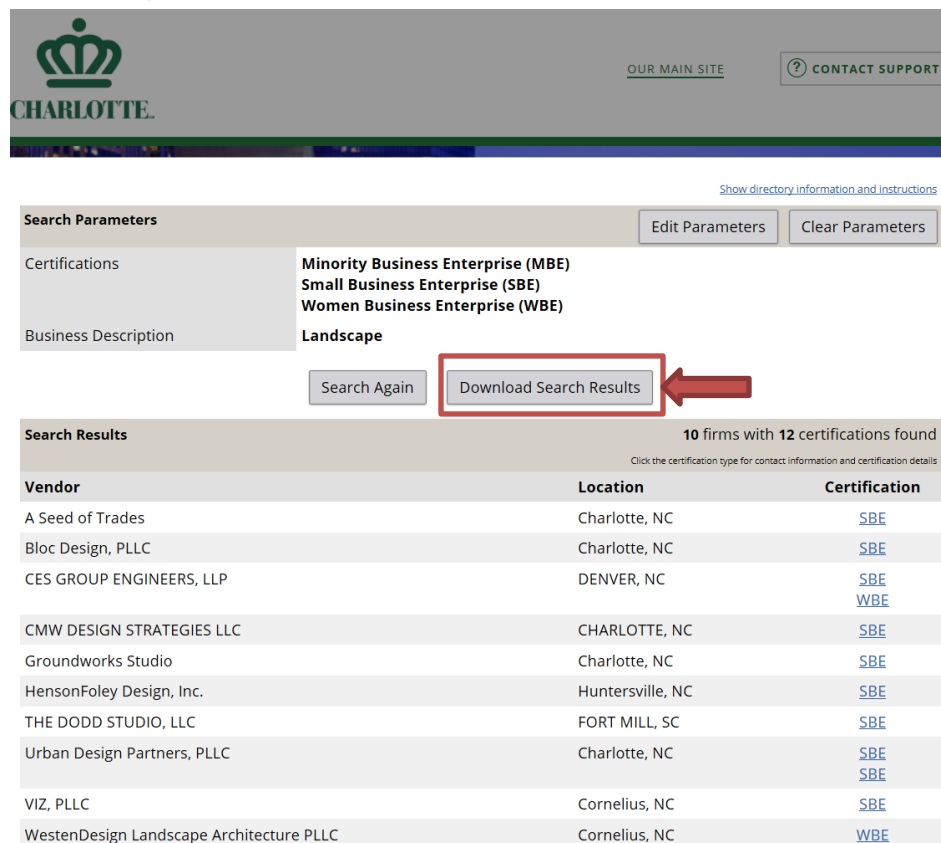
Certification Information

Certifying Agency	City of Charlotte
Certification Type	SBE - Small Business Enterprise
Certified Business Description	NIGP 90656 Landscape, Architectural Services NIGP 91039 Janitorial and Custodial Services NIGP 96239 Hauling Services

Commodity Codes

Code	Description
NIGP 90656	Landscape, Architectural Services
NIGP 91039	Janitorial and Custodial Services
NIGP 96239	Hauling Services

8. To review all entries, click on “Download Search Results”



The screenshot shows the search results page for the City of Charlotte. It displays search parameters and a table of results. A red arrow points to the 'Download Search Results' button.

Search Parameters

Certifications: Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Women Business Enterprise (WBE)
Business Description: Landscape

Search Results

10 firms with 12 certifications found

Vendor	Location	Certification
A Seed of Trades	Charlotte, NC	SBE
Bloc Design, PLLC	Charlotte, NC	SBE
CES GROUP ENGINEERS, LLP	DENVER, NC	SBE WBE
CMW DESIGN STRATEGIES LLC	CHARLOTTE, NC	SBE
Groundworks Studio	Charlotte, NC	SBE
HensonFoley Design, Inc.	Huntersville, NC	SBE
THE DODD STUDIO, LLC	FORT MILL, SC	SBE
Urban Design Partners, PLLC	Charlotte, NC	SBE SBE
VIZ, PLLC	Cornelius, NC	SBE
WestenDesign Landscape Architecture PLLC	Cornelius, NC	WBE



9. Click the box titled "I'm Not a Robot"

[Show directory information and instructions](#)

Search Parameters		Edit Parameters	Clear Parameters
Certifications	Minority Business Enterprise (MBE) Small Business Enterprise (SBE) Women Business Enterprise (WBE)		
Business Description	landscape		

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

 ☐ I'm not a robot 



Search Results			10 firms with 12 certifications found
			<small>Click the certification type for contact information and certification details</small>
Vendor	Location	Certification	
A Seed of Trades	Charlotte, NC	SBE	
Bloc Design, PLLC	Charlotte, NC	SBE	
CES GROUP ENGINEERS, LLP	DENVER, NC	SBE WBE	
CMW DESIGN STRATEGIES LLC	CHARLOTTE, NC	SBE	
Groundworks Studio	Charlotte, NC	SBE	
HensonFoley Design, Inc.	Huntersville, NC	SBE	
THE DODD STUDIO. LLC	FORT MILL, SC	SBE	

10. Complete the next security steps that was provided and click the check box to download commodity codes

Search Parameters		Edit Parameters	Clear Parameters
Certifications	Minority Business Enterprise (MBE) Small Business Enterprise (SBE) Women Business Enterprise (WBE)		
Business Description	landscape		

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

 ☒ I'm not a robot 

To download this export you must enter the following code exactly as it appears:

Enter **HphnWWB** here (case sensitive):

☐ Include Commodity Codes in download

11. Complete the next security step by placing the letters in the required box and then click “Download to Excel”

Charlotte

OUR MAIN SITE CONTACT SUPPORT

Search Parameters

Certifications: Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Women Business Enterprise (WBE)

Business Description: landscape

Search Again Download Search Results

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

I'm not a robot

To download this export you must enter the following code exactly as it appears:

Enter HphnWWB here (case sensitive): HphnWWB

☒ Include Commodity Codes in download

Download to Excel Download to CSV Cancel

Search Results: 10 firms with 12 certifications found

Vendor	Location	Certification
A Seed of Trades	Charlotte, NC	SBE
Bloc Design, PLLC	Charlotte, NC	SBE

12. Click on “Open”

Charlotte

OUR MAIN SITE CONTACT SUPPORT

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

I'm not a robot

To download this export you must enter the following code exactly as it appears:

Enter HphnWWB here (case sensitive): HphnWWB

☒ Include Commodity Codes in download

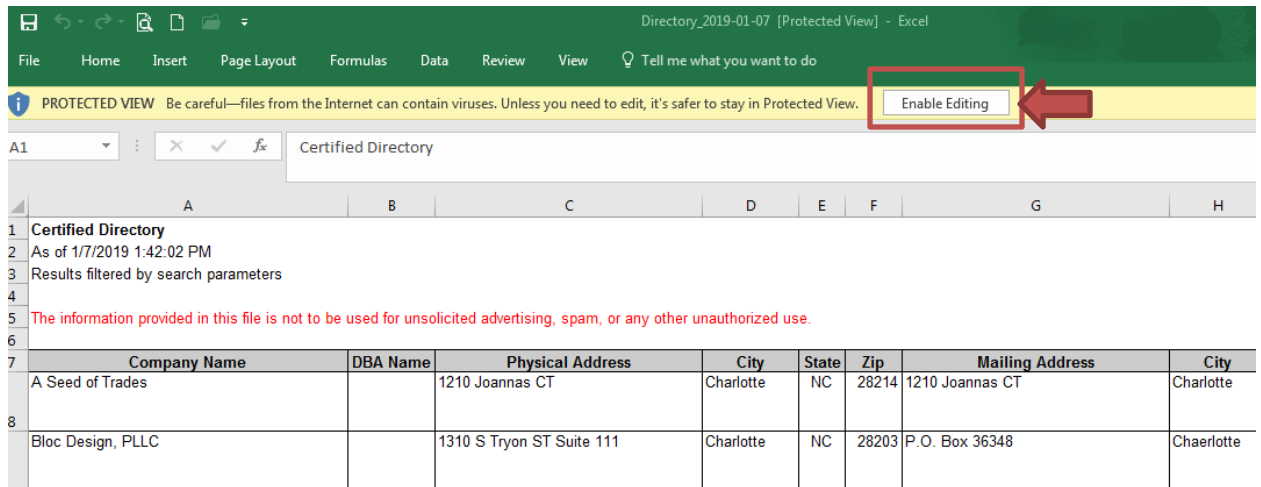
Download to Excel Download to CSV Cancel

Search Results: 10 firms with 12 certifications found

Vendor	Location	Certification
A Seed of Trades	Charlotte, NC	SBE
Bloc Design, PLLC	Charlotte, NC	SBE
CES GROUP ENGINEERS, LLP	DENVER, NC	SBE
CMW DESIGN STRATEGIES LLC	CHARLOTTE, NC	SBE
Groundworks Studio	Charlotte, NC	SBE
HensonFoley Design, Inc.	Huntersville, NC	SBE
THE DODD STUDIO, LLC	FORT MILL, SC	SBE
Urban Design Partners, PLLC	Charlotte, NC	SBE
VIZ, PLLC	Cornelius, NC	SBE
WestenDesign Landscape Architecture PLLC	Cornelius, NC	WBE

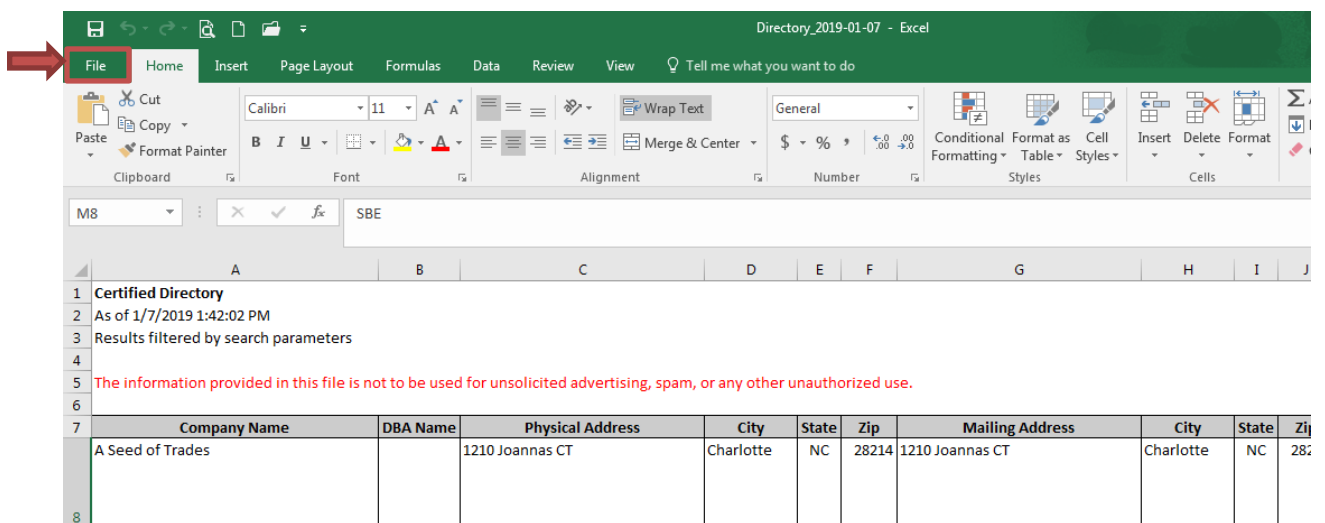
Do you want to open or save Directory_2019-01-07.xls from charlotte-diversitycompliance.com? Open Save Cancel

13. Click “Enable Editing”



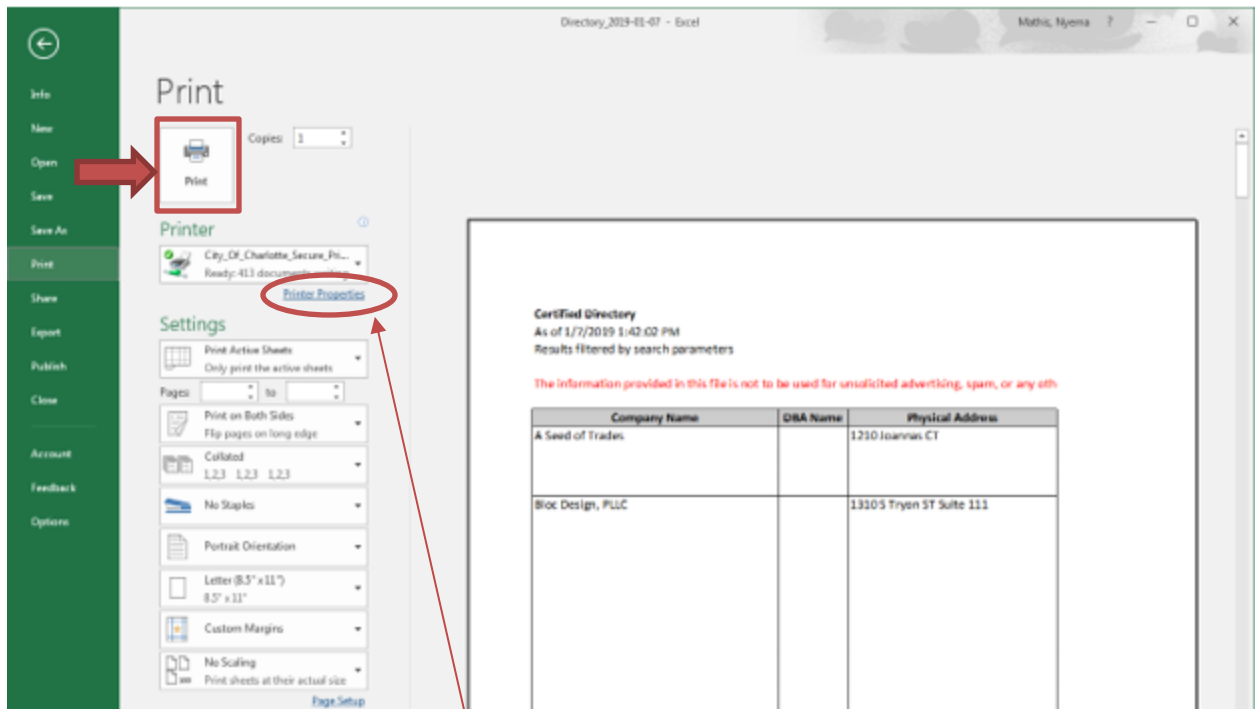
14. Format excel worksheet for easy viewing

15. Click “File”



16. Click on “Print”

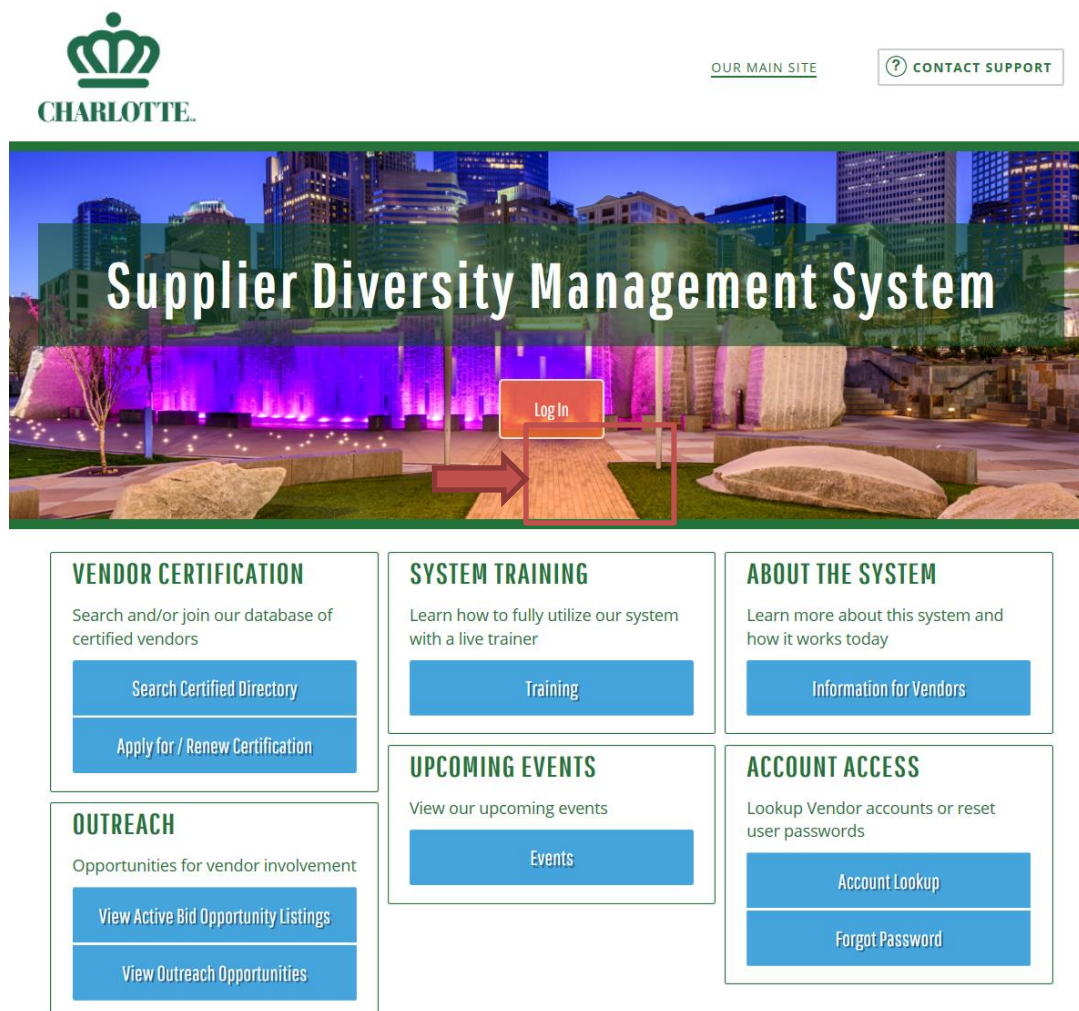




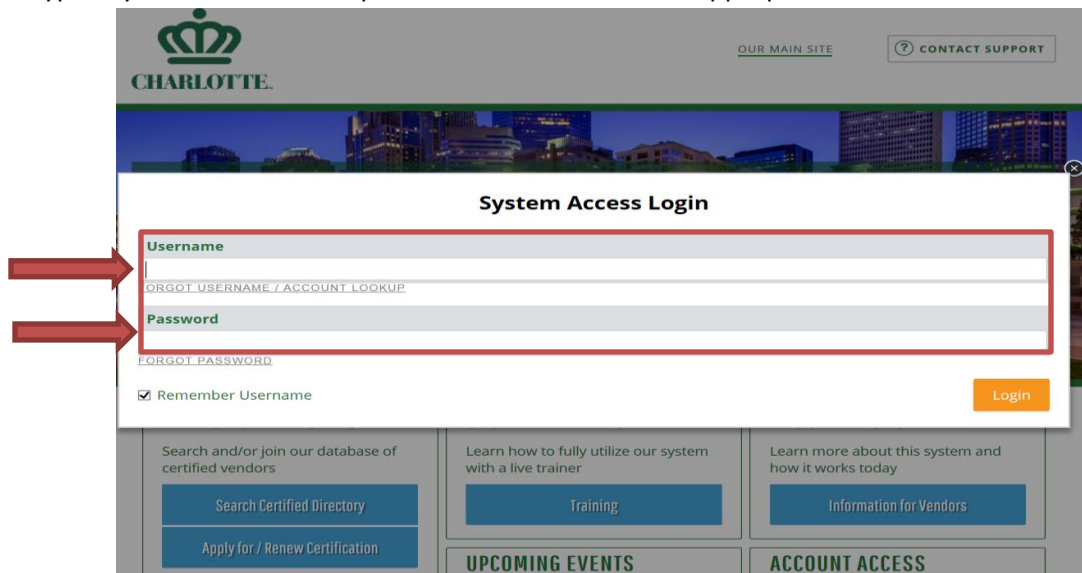
***Note, if you need to change the format of the print, select print properties before clicking "Print"

How to search for Certified Vendors by Business Description while Logged into the System

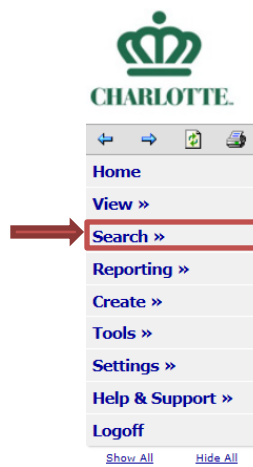
1. Go to <https://charlotte.diversitycompliance.com/>
2. Click on “Log In”



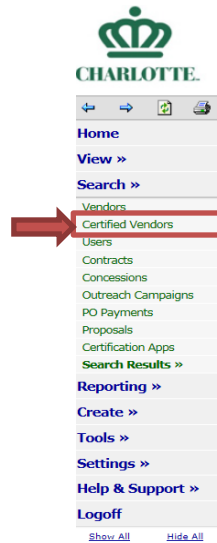
3. Type in your username and password credentials in the appropriate fields



4. Click on “Search” on the left side of the screen



5. Click on “Certified Vendors”



6. Type in the business description in the “Business Description” Field

Search First 20 Matches Search All Matches Clear Form

Quick Search Options
Click a button to initiate an immediate search:
 Certified Directory as of: (mm/dd/yyyy)

Search Parameters
BUSINESS NAME/DBA
Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).
CONTACT PERSON First name Last name Contact Type
CITY
STATE/PROVINCE
ZIP CODE/POSTAL CODE
Search for multiple zip codes and post codes by separating with commas.
PHONE AREA CODE
COMMODITY CODES
BUSINESS DESCRIPTION

7. Click the drop-down box to and click on Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Women Business Enterprise (WBE) and click “Search All Matches”

Certification Parameters

CERTIFICATIONS Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

CERTIFICATION ACTION

CERTIFICATION STATUS

ASSIGNED CERTIFICATION OFFICER

INCLUDE EXPANSIONS

[City of Charlotte]

[Select all]

City of Charlotte

☒ Minority Business Enterprise (MBE)

☒ Small Business Enterprise (SBE)

☒ Women Business Enterprise (WBE)

North Carolina Unified Certification Program

☐ Airport Concessionaire Disadvantaged Business Enterprise (...)

☐ Disadvantaged Business Enterprise (DBE)

State of North Carolina

☐ Historically Underutilized Business (HUB)

Select one or more

☐ Include expansion records in search results

City of Charlotte
Certified Directory

certification processing record) search
pired search filter.

Advanced Search Parameters

ETHNICITY Select one or more

GENDER Select one or more

VENDOR STATUS All Vendors

SITE VISIT -- Select Option -- a site visit between and (mm/dd/yyyy)
for any purpose

COUNTY Select one or more

FEIN/TAX ID NUMBER

DUNS NUMBER OR CAGE CODE

SYSTEM VENDOR NUMBER

Additional Vendor Fields

VENDOR REFERENCE NUMBER

Separate numbers with comma to search multiple at the same time.

Search First 20 Matches

Search All Matches

Clear Form

8. Click on “Go To” to view contact information on the selected vendor

Business Name	Location	Phone Number	Agency & Type	Status	Actions
A SEED OF TRADES	CHARLOTTE, NC	704-819-9736	Charlotte SBE	Active	Go To ... 20490003
BLOC DESIGN, PLLC	CHARLOTTE, NC	704-231-1911	Charlotte SBE	Active	Go To ... 20283780
CES GROUP ENGINEERS, LLP	DENVER, NC	704-489-1500	Charlotte SBE	Expired	Go To ... 20236358
			Charlotte WBE	Active	
			Charlotte SBE	Expired	
CMW DESIGN STRATEGIES LLC	CHARLOTTE, NC	803-448-5815	Charlotte SBE	Active	Go To ... 20236385
GROUNDWORKS STUDIO	CHARLOTTE, NC	704-375-2785	Charlotte SBE	Active	Go To ... 20283930
HENSONFOLEY DESIGN, INC.	HUNTERSVILLE, NC	704-875-1615	Charlotte SBE	Active	Go To ... 20318477
HOODS LAWN SERVICE	CHARLOTTE, NC	980-721-4414	Charlotte MBE	Expired	Go To ... 20437726
LITTLEJOHN GROUP, THE	CHARLOTTE, NC	704-377-2262	Charlotte SBE	Expired	Go To ... 20284013
THE DODD STUDIO, LLC	FORT MILL, SC	803-981-4330	Charlotte SBE	Active	Go To ... 20294172
URBAN DESIGN PARTNERS, PLLC	CHARLOTTE, NC	704-334-3303	Charlotte SBE	Active	Go To ... 20284258
			Charlotte SBE	Active	
VIZ, PLLC	CORNELIUS, NC	980-226-0483	Charlotte SBE	Active	Go To ... 20284271
WESTENDESIGN LANDSCAPE ARCHITECTURE PLLC	CORNELIUS, NC	704-578-0624	Charlotte WBE	Active	Go To ... 20437821

1 - 12 of 12 records displayed: Page 1

[Search Again](#) [Add New Vendor](#) [Add to Outreach](#) [Add to Vendor List](#) [Add to Proposal](#) [Save Search Parameters](#) [Export](#)

[Send Certification Letters](#) Message [-- Select a vendor contact type --](#) [Contacts](#) [Go](#)

9. Vendor basic contact info listed to the left of the box. Once viewed, click close to close out the screen

A Seed of Trades
E: 2015.aseedoftrades@gmail.com
P: 704-819-9736
1210 Joannas CT
Charlotte, NC 28214

[Close](#)

Select a module, function, or record type to navigate to.

System Vendor Number: 20490003

[Business Information
View & Edit](#)

[Vendor Profile
QuickView](#)

[Users](#)

[Owners](#)

[Contracts](#)

[Concessions](#)

[Certifications](#)


10. Click on “Export” to view all firms that were displayed from the search

Business Name	Location	Phone Number	Agency & Type	Status	Actions
A SEED OF TRADES	CHARLOTTE, NC	704-819-9736	Charlotte SBE	Active	Go To ... 20490003
BLOC DESIGN, PLLC	CHARLOTTE, NC	704-231-1911	Charlotte SBE	Active	Go To ... 20283780
			Charlotte SBE	Expired	
CES GROUP ENGINEERS, LLP	DENVER, NC	704-489-1500	Charlotte SBE	Active	Go To ... 20236358
			Charlotte WBE	Active	
			Charlotte SBE	Expired	
CMW DESIGN STRATEGIES LLC	CHARLOTTE, NC	803-448-5815	Charlotte SBE	Active	Go To ... 20236385
GROUNDWORKS STUDIO	CHARLOTTE, NC	704-375-2785	Charlotte SBE	Active	Go To ... 20283930
HENSONFOLEY DESIGN, INC.	HUNTERSVILLE, NC	704-875-1615	Charlotte SBE	Active	Go To ... 20318477
HOODS LAWN SERVICE	CHARLOTTE, NC	980-721-4414	Charlotte MBE	Expired	Go To ... 20437726
LITTLEJOHN GROUP, THE	CHARLOTTE, NC	704-377-2262	Charlotte SBE	Expired	Go To ... 20284013
THE DODD STUDIO, LLC	FORT MILL, SC	803-981-4330	Charlotte SBE	Active	Go To ... 20294172
URBAN DESIGN PARTNERS, PLLC	CHARLOTTE, NC	704-334-3303	Charlotte SBE	Active	Go To ... 20284258
			Charlotte SBE	Active	
VIZ, PLLC	CORNELIUS, NC	980-226-0483	Charlotte SBE	Active	Go To ... 20284271
WESTENDESIGN LANDSCAPE ARCHITECTURE PLLC	CORNELIUS, NC	704-578-0624	Charlotte WBE	Active	Go To ... 20437821

1 - 12 of 12 records displayed: Page 1

Search Again Add New Vendor Add to Outreach Add to Vendor List Add to Proposal Save Search Parameters **Export**

Send Certification Letters Message -- Select a vendor contact type -- Contacts Go



11. Click on each parameter that you want to show in the exported file. After all items checked, click “Export Records”

Vendor Fields

Business name always included in export. [Select All](#) [Unselect All](#)

☐ DBA Name

☒ Phone

☒ Fax

☒ Email

☐ Address

☐ City

☐ State/Province

☐ Zip Code/Postal Code

☐ Website

☐ General Business Description

☐ Primary Owner

☐ Date Established

☐ Date Incorporated

☐ Full Time Employees

☐ Part Time Employees

☐ FEIN

☐ System Vendor Number

Fields below will take longer to export. [Select All](#) [Unselect All](#)

☐ County

☐ Company Type

☐ Company Ethnicity

☐ Company Gender

☐ External Reference Numbers

Certification Fields

☐ One record per firm (certification fields below will not be included in export)
 [Select All](#) [Unselect All](#)

☒ One record per certification

☒ Certifying Agency
☒ Certification Type
☒ Certification Action
☒ Certification Status
☐ Approval Date

☒ Certification Date
☒ Certification Renewal
☒ Certification Expiration
☐ Certification Number
☐ Certified Description

Advanced Fields - included only for certifications processed by this organization. [Select All](#) [Unselect All](#)

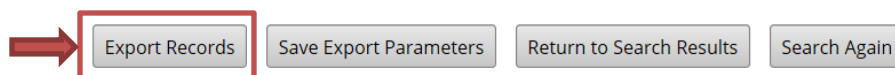
☐ Application Date
☐ Assigned to Staff - Status & Date
☐ Gross Receipts Review - Status & Date
☐ Personal Net Worth Review - Status & Date
☐ Eligibility Requirements - Status & Date
☐ Screening of Supporting Documents - Status & Date
☐ Document Request Letter - Status & Date
☐ Document Verification Letter - Status & Date
☐ Desk Audit - Status & Date
☐ Information Request Letter - Status & Date
☐ To Committee/Board - Status & Date
☐ Final Decision - Status & Date
☐ Final Decision Reason
☐ Final Decision Comments
☐ Data Input - Status & Date
☐ Data Input Comments
☐ Published to Directory - Status & Date
☐ Published to Directory Comments
☐ Approved - Status & Date
☐ Approval Letter - Status & Date

☐ Denied - Status & Date
☐ Denied Letter - Status & Date
☐ Decertified - Status & Date
☐ Decertified Letter - Status & Date
☐ Appealed - Status & Date
☐ Appeal Receipt Letter - Status & Date
☐ Appeal Decision - Status & Date
☐ Appeal Decision Letter - Status & Date
☐ Pending Graduation - Status & Date
☐ Graduation Letter - Status & Date
☐ Graduation - Status & Date
☐ Graduation Reason
☐ Withdrawn - Status & Date
☐ Withdrawn Letter - Status & Date
☐ Deactivated - Status & Date
☐ Renewal/Recertification Letter - Status & Date
☐ Certified Since
☐ Expiration Setting
☐ (Auto) Extension Data

Fields below will take longer to export. [Select All](#) [Unselect All](#)

☐ Ethnicity
☐ Gender
☐ Commodity Codes

☐ Commodity Codes with Descriptions
☐ Certification Officer/Analyst
☐ System Certification ID



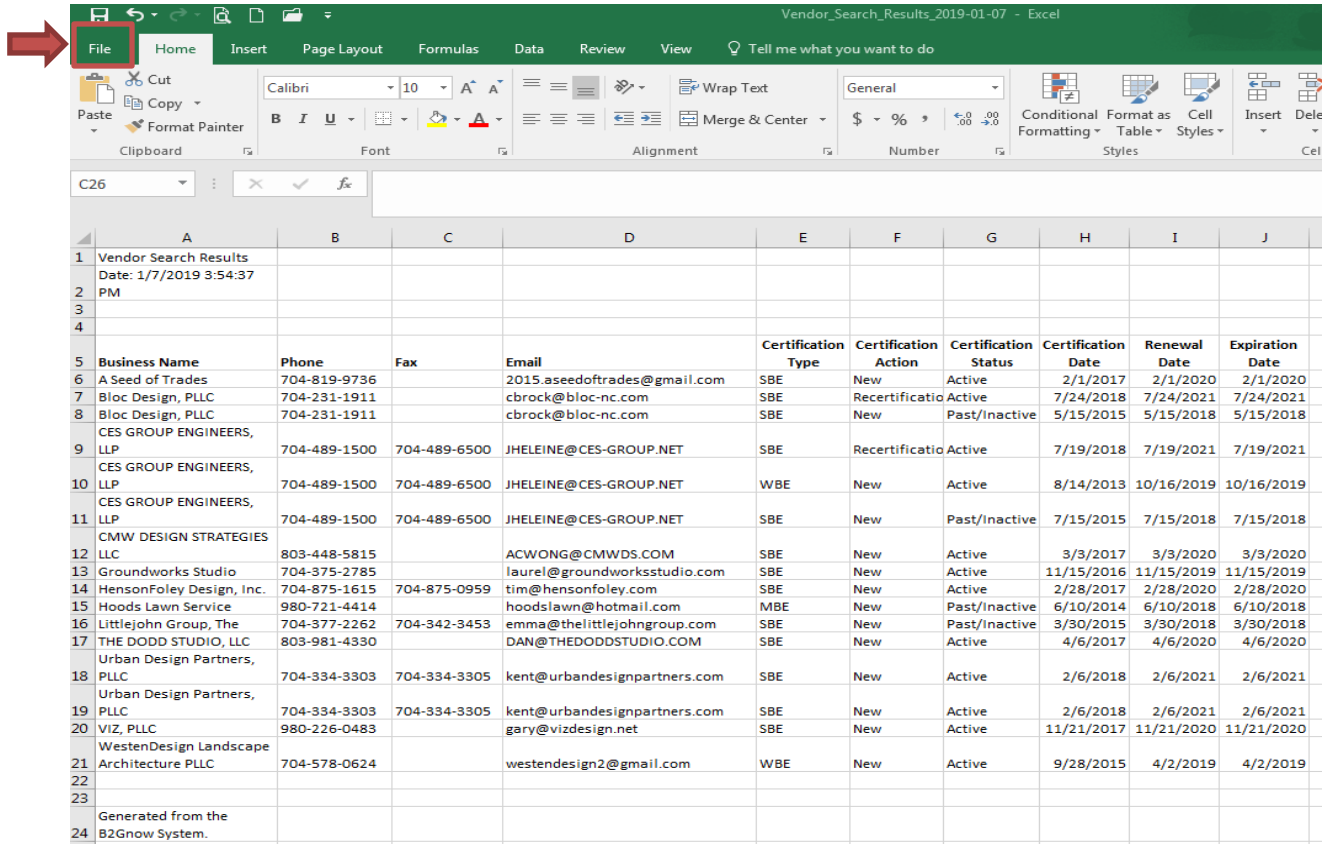
12. Click "Open"

Do you want to open or save **Vendor_Search_Results_2019-01-07.csv** from **charlotte.diversitycompliance.com**?

13. Format Excel Worksheet to your preference

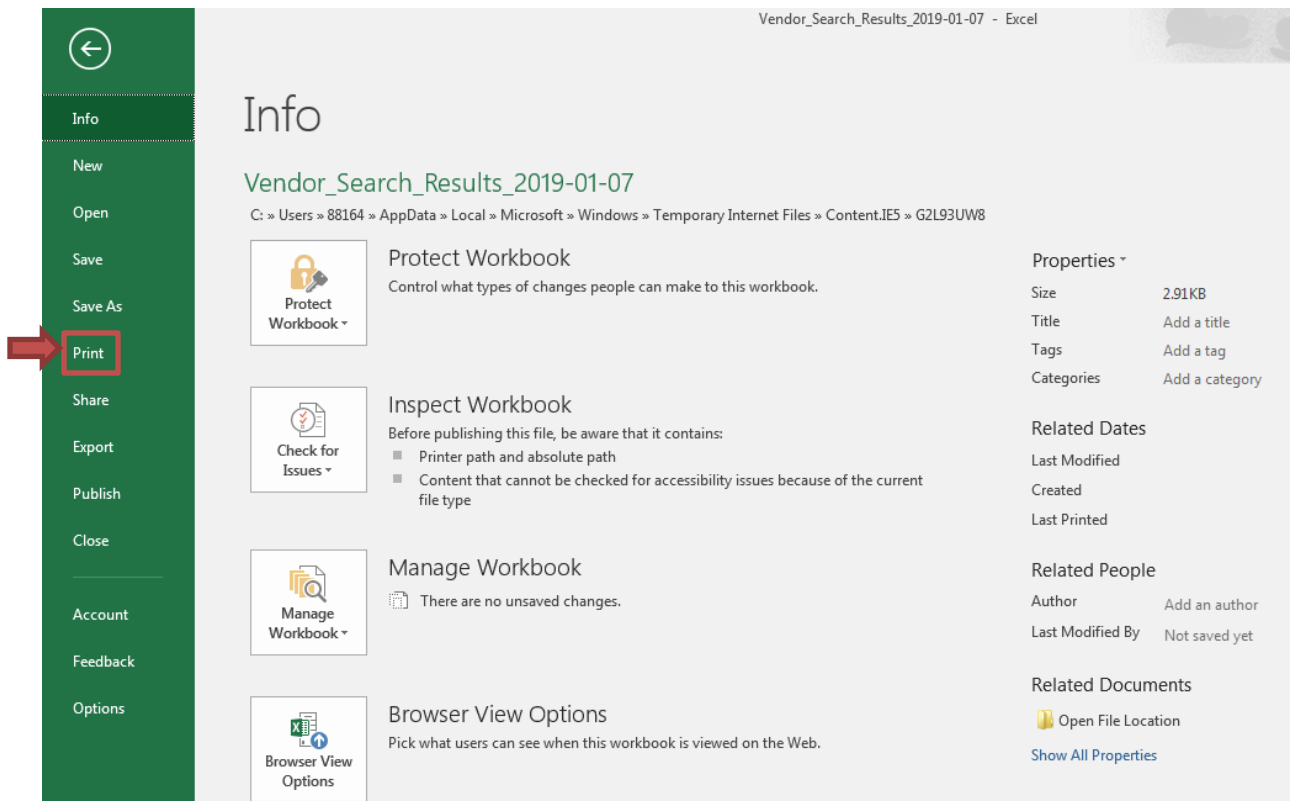
1	Vendor Search Results									
2	Date: 1/7/2019 3:54:37 PM									
3										
4										
5	Business Name	Phone	Fax	Email	Certification Type	Certification Action	Certification Status	Certification Date	Renewal Date	Expiration Date
6	A Seed of Trades	704-819-9736		2015.aseedoftrades@gmail.com	SBE	New	Active	2/1/2017	2/1/2020	2/1/2020
7	Bloc Design, PLLC	704-231-1911		cbrock@bloc-nc.com	SBE	Recertificatio	Active	7/24/2018	7/24/2021	7/24/2021
8	Bloc Design, PLLC	704-231-1911		cbrock@bloc-nc.com	SBE	New	Past/Inactive	5/15/2015	5/15/2018	5/15/2018
9	CES GROUP ENGINEERS, LLP	704-489-1500	704-489-6500	JHELEINE@CES-GROUP.NET	SBE	Recertificatio	Active	7/19/2018	7/19/2021	7/19/2021
10	CES GROUP ENGINEERS, LLP	704-489-1500	704-489-6500	JHELEINE@CES-GROUP.NET	WBE	New	Active	8/14/2013	10/16/2019	10/16/2019
11	CES GROUP ENGINEERS, LLP	704-489-1500	704-489-6500	JHELEINE@CES-GROUP.NET	SBE	New	Past/Inactive	7/15/2015	7/15/2018	7/15/2018
12	CMW DESIGN STRATEGIES LLC	803-448-5815		ACWONG@CMWDS.COM	SBE	New	Active	3/3/2017	3/3/2020	3/3/2020
13	Groundworks Studio	704-375-2785		laurel@groundworksstudio.com	SBE	New	Active	11/15/2016	11/15/2019	11/15/2019
14	HensonFoley Design, Inc.	704-875-1615	704-875-0959	tim@hensonfoley.com	SBE	New	Active	2/28/2017	2/28/2020	2/28/2020
15	Hoods Lawn Service	980-721-4414		hoodslawn@hotmail.com	MBE	New	Past/Inactive	6/10/2014	6/10/2018	6/10/2018
16	Littlejohn Group, The	704-377-2262	704-342-3453	emma@thelittlejohngroup.com	SBE	New	Past/Inactive	3/30/2015	3/30/2018	3/30/2018
17	THE DODD STUDIO, LLC	803-981-4330		DAN@THEDODDSTUDIO.COM	SBE	New	Active	4/6/2017	4/6/2020	4/6/2020
18	Urban Design Partners, PLLC	704-334-3303	704-334-3305	kent@urbandesignpartners.com	SBE	New	Active	2/6/2018	2/6/2021	2/6/2021
19	Urban Design Partners, PLLC	704-334-3303	704-334-3305	kent@urbandesignpartners.com	SBE	New	Active	2/6/2018	2/6/2021	2/6/2021
20	VIZ, PLLC	980-226-0483		gary@vizdesign.net	SBE	New	Active	11/21/2017	11/21/2020	11/21/2020
21	WestenDesign Landscape Architecture PLLC	704-578-0624		westendesign2@gmail.com	WBE	New	Active	9/28/2015	4/2/2019	4/2/2019
22										
23										
24	Generated from the B2Gnow System.									

14. Click "File"



The screenshot shows the Microsoft Excel application window titled "Vendor_Search_Results_2019-01-07 - Excel". The ribbon at the top includes tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The 'File' tab is highlighted with a red arrow. Below the ribbon, the 'File' menu is open, showing options like Save, Save As, Recent, and others. The main worksheet area displays the same data table as in the previous image, with columns A through J and rows 1 through 24. The table contains vendor information including business names, contact details, and certification status.

15. Click on "Print"



16. Click on "Print" (if the print setup needs to be changed, click on print properties to make necessary adjustments)

